Jury Evidence Review System (JERS)

JERS is a means of providing evidence admitted during a proceeding to the jury during deliberations. Jurors review evidence in the deliberation room on a computer driven large screen display. Any file type listed below can be reviewed at will by the jurors without having to re-enter the courtroom to clarify important details. When directed by the judge to use this system, counsel from both parties submit their files to the Court for entry into the system in advance of the proceeding. Prior to juror deliberations, the Court and counsel review the list to ensure only admitted documents or redacted portions thereof are released to the jury. A short video is played for jurors instructing them on use prior to commencement of deliberations. The results are substantial savings in time to juries, counsel, the Court, and increased juror comprehension.

How to Submit Electronic Exhibit Files:

Electronic evidence files should be provided on a USB drive, or preferably on DVD or CD.
Requirements for Exhibit File Types:
All electronic evidence should be provided using the following formats:
• Documents and Photographs: .pdf, .jpg, .bmp, .tif, .gif
• Video and Audio Recordings: .avi, .wmv, .mpg, .mp3, .mp4, .wma, .wav, .3gpp

Individual files should not exceed 500MB. If possible, exhibits approaching or exceeding this size limit should be separated into multiple files. Note, PDF documents can often be reduced significantly in size by using tools such as Adobe's "Reduce File Size" feature. Images can be significantly reduced in file size by lowering its resolution or dimensions, usually with minimal affect to viewing quality. PDF files may contain one or multiple pages and need not be split.

Exhibit Formatting Instructions:

Exhibit files can be formatted in a manner that permits them to be batch imported into the JERS system. The two methods used are described below. One of these two methods must be used.

A. File Naming Method (typically used by the Bar)
• All files are provided on a single storage device such as a CD, DVD, or USB drive.
• Using any software or method, exhibit files are renamed using a naming convention simliar to:
  (exhibit number)-(exhibit part)_(exhibit description).(file extension)
• The use of the "underscore" character is required when an optional description of the exhibit is included and cannot be used elsewhere in the exhibit name.
• Example listing of valid exhibit file names:
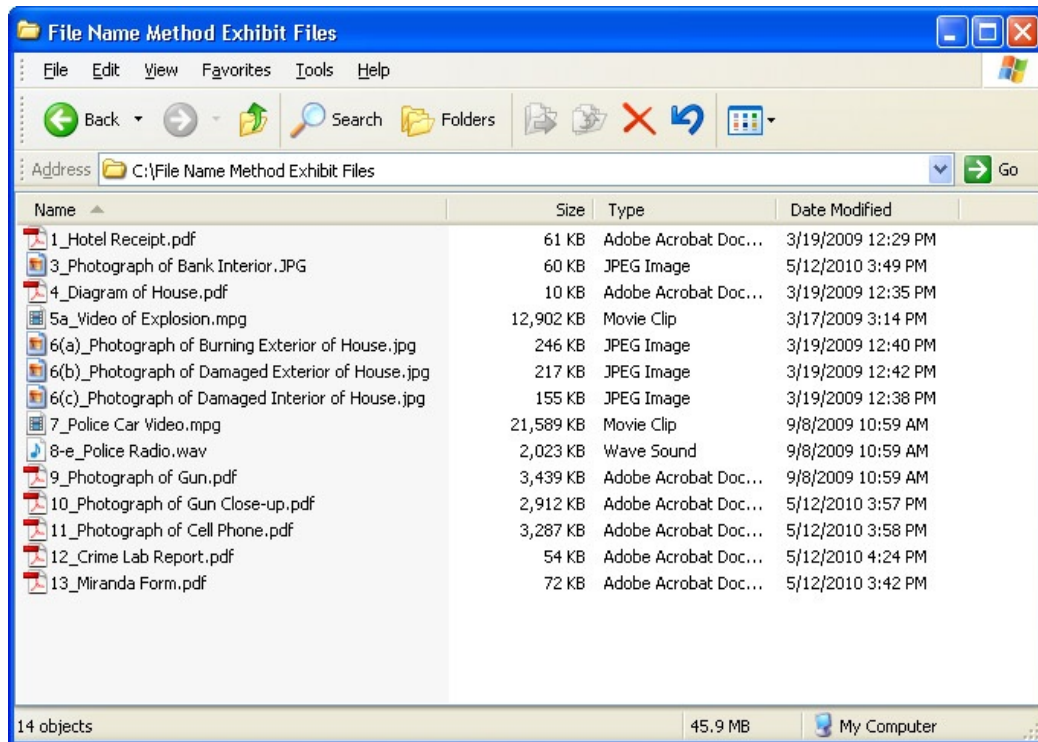
Valid Exhibit File Names

B. Indexed File Method (typically used by AUSA's)
• All files are provided on a single storage device such as a CD, DVD, or USB drive.
• Along with the exhibit files, a text delimited index file named **Exhibits.txt** is also required.
• The Exhibits.txt file must contain the following "pipe" delimited layout:
  Exhibit Number(optional Sub-Part) | Exhibit Description | Exhibit File Name

This is an example of the Indexed File Method:

```
EXHIBIT|DESCRIPTION|FILENAME
1|Hotel Receipt|Ex. 1 Hotel Receipt.pdf
2|Photograph of Bank Exterior|Ex. 2 Photo of Robbery.pdf
3|Photograph of Bank Interior|Ex. 3 Photograph of Bank Interior.JPG
4|Diagram of House|Ex-4-Diagram-of-House.pdf
6a|Photograph of Burning Exterior of House|Ex. 6(a) Photograph of Burning Exterior of House.jpg
6b|Photograph of Damaged Exterior of House|Ex. 6(b) Photograph of Damaged Exterior of House.jpg
6c|Photograph of Damaged Interior of House|Ex. 6(c) Photograph of Damaged Interior of House.jpg
8|Police Radio|Ex_8_Police_Radio.wav
9|Photograph of Gun|Ex. 9 Photograph of Gun.pdf
10|Photograph of Gun Close-up|Ex. 10 Photograph of Gun Close-up.pdf
11(a)|Photograph of Cell Phone|Ex. 11 Photograph of Cell Phone.pdf
12|Crime Lab Report|Ex_12_Crime_Lab_Report.pdf
13|Miranda Form|Ex. 13 Miranda Form.pdf
```